

June 7, 2004

MEMORANDUM

To: United States Attorney's Offices, Weed and Seed Site Coordinators, and Federal Law Enforcement Partners

From: Nelson Hernandez
Director, Community Capacity Development Office

Subject: **Weed and Seed FY 2004 Competitive Application Kit Workshop and Power of Prevention Regional Meeting**

The Weed and Seed FY 2004 Competitive Application Kit Workshop and Power of Prevention Regional Meeting will be held in Indianapolis, Indiana at the Westin Indianapolis from July 12-15, 2004.

The Community Capacity Development Office (CCDO) is pleased to inform you that the Weed and Seed Sites listed on the attachment are eligible to apply for funds through the FY 2004 Weed and Seed **COMPETITIVE Application**.

To assist sites in the grant funding application process, CCDO will host the **Weed and Seed FY 2004 Competitive Application Kit Workshop from July 12 - 14, 2004 in Indianapolis, Indiana**. This workshop is primarily for sites recently awarded Official Recognition and eligible to apply for FY 2004 Weed and Seed Competitive funding. It is recommended that each site send the following three (3) representatives, in addition to the USAO participants:

- 1) Site Coordinator or designated representative
- 2) Two persons selected from the following categories:
 - a. The person responsible for preparing the grant application budget
 - b. The person responsible for on-line submission of the grant application
 - c. Steering Committee member or strategy development staff person

The Site Coordinator's Training will be held Monday, July 12th from 8:30 a.m. to 5:00 p.m. (pre-registration and pre-approval required).

The Competitive Application Kit training sessions will be conducted on Tuesday, July 13th and Wednesday, July 14th, overlapping on July 14th with the Power of Prevention Regional Meeting. The Competitive Application Kit sessions will cover the following topics:

- Applying for Funds
- Program Narrative

- Budget Guidance
- Site Development
- GPRA Reporting Requirements
- Grant Reporting Requirements
- Grant Management System
- Strategy Implementation

The Power of Prevention Regional Meeting, July 13-14, 2004 is open to all Weed and Seed sites.

Recommended participants include: site coordinators, grant writers, steering committee partners, residents, community leaders, law enforcement/criminal justice partners, neighborhood revitalization partners, and prevention, intervention, treatment partners. The Power of Prevention Regional Meeting is also open to non-Weed and Seed participants such as Drug Free Communities grantees, community coalitions, HHS grantees, HUD grantees/Public Housing, Labor grantees, faith-based and community organizations.

Weed and Seed grant funds are to be used by sites with available grant funds for all expenses incurred by all non-federal attendees. CCDO will not be paying separately for hotel accommodations, travel, or per diem. Sites that are not funded should work with their U.S. Attorney's Office to access the USAO Weed and Seed Fund.

Each Site Coordinator needs to complete the on-line registration request for himself/herself and the other non-federal site representative selected to attend the workshop. USAO representatives should complete their own registrations on-line. In the case of a site currently without a Site Coordinator, the USAO representative needs to complete the on-line registration request for the entire site delegation—federal and non-federal. All Weed and Seed site registration requests for the Application Kit Workshop and Power of Prevention Regional Meeting will be forwarded by the conference management contractor, Technical Resources International, Inc. (TRI), to the respective program manager for approval. Once the program managers have approved the requests, TRI will e-mail confirmations to registrants. Please do not make travel arrangements or hotel reservations until a registration confirmation is received from TRI.

Participation by U.S. Attorneys and their staff is encouraged. Each U.S. Attorney's Office (USAO) may access the USAO Weed and Seed Fund for travel expenses. All federal personnel will need to register on their own. In addition to hotel charges, federal personnel will be responsible for airfare and meals/incidental expenses, which will be reimbursed through their respective offices.

The on-line registration closing date is June 30, 2004.

Once site coordinators receive registration confirmations from TRI, **ALL ATTENDEES** will need to contact the hotels directly to make hotel reservations with your credit card.

Questions about the conference can be directed to your CCDO Program Manager or the Conference Team: Colleen Copple at 202-353-4317, Gary Clawson at 202-616-9459 or TRI at 301-897-7481.

Thank you for your dedication to the Weed and Seed strategy.

Enclosures: [List of Eligible Sites](#)
[Draft Agenda](#)

Registration:

- 1) Registration requests will be handled on-line by going to:
 - <http://www.tech-res-intl.com/ccdo/CCDO-POP-Indy/index.htm>.
- 2) Site Coordinators should submit the name of each member of your local site delegations through the on-line registration request process. Sites may send the Weed and Seed site coordinator, a grant writer, and a steering committee member or staff person focused on strategy development/implementation to the Competitive Application Kit Workshop and additional prevention partners to the Power of Prevention Regional Meeting.
- 3) CCDO Program Managers will review the on-line registration requests for participants funded by local Weed and Seed site grant funds. You will be notified of approval/disapproval of these requests via e-mail from TRI within 5 working days.
- 4) USAO representatives and federal partners may register directly on-line.
- 5) For developing sites or where a site has a vacancy in the coordinator position, the registration request should be submitted on-line by your U.S. Attorney's Office (USAO) representative in the same manner as described above.
- 6) All approved registration requests will be confirmed by the conference management contractor, Technical Resources International, Inc. (TRI). A registration confirmation will be sent to each requestor.

Reminder: You are responsible for **making your own hotel reservations**. On-line hotel reservations can be made by going to <http://www.tech-res-intl.com/ccdo/CCDO-POP-Indy/hotel.htm>. The conference rate is \$87.00 plus 12.0% tax per night. If for some reason you must cancel once you have made your hotel registration, you are must personally notify the hotel of the cancellation or you will be responsible for any no-show costs incurred.

For questions related to approval status:

- Contact your CCDO Program Manager.

For conference registration questions:

- Contact TRI at reginfo@tech-res.com or (301) 897-7481.

Travel Information:

- **Participants are responsible for all travel costs, including transportation, hotel, and per diem. CCDO will NOT be providing travel support for participants.**
- **Site delegation participants must be pre-approved by CCDO Program Managers in order for local Weed and Seed site funds to pay for travel (This is handled electronically through the on-line registration process).**
- **USAO representatives, unfunded or developing sites, and Weed and Seed residents may apply to the EOUSA Weed and Seed fund through their USAO for authorization and reimbursement of travel costs.**